



210 Commercial Street • P.O. Box 189
Brooklyn, Wisconsin 53521-0189
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PARK SHELTER RESERVATION POLICY

- 1) The person in charge of the event must complete an application form and return it to the Village Clerk's office with the \$25 park shelter rental fee when the reservation is made. A reservation card will be provided, and Renter shall place the card in the shelter or be in the possession of the user on the day of the event. A separate \$50 fee is charged if there is a request to unchain the picnic tables so that they can be repositioned in the park. A refund of \$25 will be issued to the Renter if the tables are returned to the park shelter as found.
- 2) All reservation privileges terminate at 9:00 p.m. and the park area must be vacated by 10:00 p.m. Privileges beyond 10:00 p.m. must have special Village Board approval.
- 3) All members of the group will assist in preventing damage to trees, shrubs, park buildings and facilities. The individual whose name appears on this request is responsible for the conduct of persons covered by this request.
- 4) Alcoholic or malt beverages may be consumed only by persons of legal drinking age unless in the company of their parents.
- 5) Notification shall be provided to the Village Clerk's office immediately if reservation is to be cancelled.
- 6) All reserved facilities are equipped with a limited number of trash and recycling containers. We encourage you to arrange for additional trash containers if necessary. Use of "glass" beverage bottles is NOT ALLOWED.

GENERAL INFORMATION:

- 1) Exclusive use of ball diamond, concession stand, restrooms, tennis courts and play apparatus is not included with a shelter reservation. If you wish to reserve the ball diamond, contact the Village Clerk's Office.
- 2) Please notify the Village Clerk's Office immediately if you intend to operate any public address system, concession, or sell anything in conjunction with your picnic or special event. Special licenses may be required.
- 3) The Village cannot guarantee absolute privacy to any group.
- 4) If problems arise, contact Public Works at 608-376-0448.

CLEANING PROCEDURES:

- 1) Must be completed the same day as rental
- 2) All garbage/recycling is to be picked up (including restrooms and grassy areas) and placed in the proper containers
- 3) Removal of all decorations
- 4) Wipe all picnic tables
- 5) Properly dispose of grease from Nescos – DO NOT DUMP GREASE ON THE GRASS